**READING IS FUNDAMENTAL**
**MINI-GRANT PROGRAM**
**2010-2011**

An application for a RIF mini-grant has two parts: a completed form and project outline.
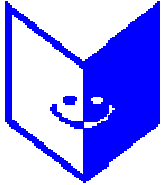
A blank application form is attached.

The project outline should be no more than four typewritten pages and should address the following points in this numbered order:

1.  Discuss the goal of your RIF project and how it will benefit your school.

2.  Discuss the factors in your school which indicate a need for this project (e.g., number of free and reduced lunch students, at-risk students, children with below-average reading skills, no library availability, children for whom English is a second language, economic depressed area, etc.). Be specific and indicate the percentage of students in the free and reduced lunch program (a new RIF rule states that this number should be more than **55%**) as well as the percentage of students to be included in the program that are described by one or more of the at-risk areas addressed in question 3 on the application form. All children in a grade or class should be included in the program, not just those in one of the at-risk areas.

3.  Discuss the selection committee and what factors will be considered by the committee when deciding on the books to be purchased for the project.

4.  Discuss the management of your RIF project and who will be in charge of the activities and reports. Indicate how you will make sure all timelines are met for submitting the reports and book invoices.

5.  Discuss the parental and community involvement in the project.

6.  Discuss your plans for motivational and promotional activities to complement each of the three book distributions (e.g., special guests and events, themes, decorations, refreshments, etc.). **These activities must create a desire for students to want to read each book.**

Local education agencies are required to have the matching funds secured when their applications are submitted; however, the money is not to be sent along with the application.

*This program is not available to any school that is currently operating a federal RIF project at any grade within the school.*

The application form and accompanying program outline must be received (not postmarked) by **4:30 p.m. on Friday May 14, 2010.** Faxed applications will not be accepted.

# READING IS FUNDAMENTAL MINI – GRANT APPLICATION
## 2010-2011

SCHOOL (PRIMARY) _____

ADDRESS_____

CITY_____

SCHOOL CORPORATION_____

CONTACT PERSON_____
**(Person responsible for the overall project)**

POSITION_____

EMAIL ADDRESS_____

TELEPHONE NUMBER (    ) _____

To be considered for a RIF mini-grant, each applicant must agree to complete **3** book distributions to the same students no later than **May 13, 2011**. All of the allocated funds must be spent with the appropriate paperwork sent to the Indiana Department of Education in a timely manner. Student enrollments go with 2009-2010 enrollments over estimate by 20 – 30 students.

1.  For which mini-grant funding estimates are you applying:

|  | RIF will provide: | LEA will provide: | Minimum Total: |
|---|---|---|---|
| ___up  to 100 students | $420.00 | at least $140.00 | $560.00 |
| ___101 to 130 students | $525.00 | at least $175.00 | $700.00 |
| ___131 to 160 students | $675.00 | at least $225.00 | $900.00 |
| ___161 to 200 students | $825.00 | at least $275.00 | $1100.00 |
| ___201 to 230 students | $975.00 | at least $325.00 | $1300.00 |
| ___231 to 260 students | $1125.00 | at least $375.00 | $1500.00 |
| ___261 to 300 students | $1275.00 | at least $425.00 | $1700.00 |
| ___301 to 350 students | $1500.00 | at least $500.00 | $2000.00 |
| ___351 to 400 students | $1650.00 | at least $550.00 | $2200.00 |
| ___401 to 450 students | $1800.00 | at least $600.00 | $2400.00 |
| ___451 to 500 students | $1950.00 | at least $650.00 | $2600.00 |
| ___501 or more students | $2175.00 | at least $725.00 | $2900.00 |

*Funding note: The average cost of RIF books is approximately $2.00 or less after the program discount is applied.*

2. Number of students from each grade level to participate in the project. Must be the same group of children in each three distributions.

____PK, ____K, ____1, ___2, ___3, ___4, ___ 5, ____6, ____ 7, ___8, ___9, ___10, ___11, ___12

Total students to be served_____.

3. Percentage of children served who participate in Free/ Reduced Meals: _____%
   **(Must be at least 55% or higher)**

4. Please check all of the following descriptions that apply to the children you plan to serve.

   Children for whom English is a second language_____%
   Children at-risk for school failure
   Foster children; Homeless children
   Children with disabilities; visually impaired children; hearing impaired children
   Migrant children
   Children without access to public libraries
   Children whose parents are institutionalized or incarcerated
   Other at-risk children *(please list factors)*_____

   _____

   _____

5. Ethnicity of children you propose to serve:
   _____ % Caucasian
   _____ % Black/ African American
   _____ % Hispanic/ Latino
   _____ % American Indian/ Alaska Native
   _____ % Asian
   _____ % Other, please specify: _____

6. Source of funds for the local matching share. _____

7. Is your school currently implementing a federal RIF project? _____YES ____ NO

8. Has your school received a RIF grant during the last two years? ____YES ____ NO
        (For training purposes only as all schools may apply for a grant)

SIGNATURE OF PRINCIPAL _____

SIGNATURE OF SUPERINTENDENT_____

DATE: _____

| By mail to: | By FedEx or courier to: |
|---|---|
| **Pamela Briscoe** | **Pamela Briscoe** |
| **Indiana Department of Education** | **Indiana Department of Education** |
| **Office of Integrated Services** | **Office of Integrated Services** |
| **151 W. Ohio Street** | **151 W. Ohio Street** |
| **Indianapolis, IN 46204** | **Indianapolis, IN 46204** |

Following are the criteria reviewers in the Indiana Department of Education will use to evaluate mini-grant applications:

1. Project goals and objectives              25 points

2. Evidence of school need                 30 points

3. Book selection criteria                  5 points

4. Organization and management of  the total project     10 points

5. Parental and community involvement         10 points

6. Activities which complement the book distribution    20 points

Priority will be given to schools with the highest percentage of at-risk children (see questions 3 and 4 on the application form).

If you have any questions about the Indiana mini-grant application process through the Indiana Department of Education, or the RIF program in general, please contact: http://www.doe.in.gov/rif or **Dré Knox at 317-232-9164 or by email at dknox@doe.in.gov**